CLASSIFICATION: ADMINISTRATOR, RISKS AND BENEFITS

Class Code: 0063-35   **Date Established:** 09-16-03

Occupational Code: 7-1-5   **Date of Last Revision:** 12-18-12

BASIC PURPOSE: To administer and oversee benefits programs for state employees, including medical, dental, workers compensation, and other insurances authorized by statue to be administered by the Department of Administrative Services, and to manage all state property and casualty insurance.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Develops and manages all request for proposals, to include the drafting, issuing, and selection of vendors for the state's benefit program and the insurances necessary to carry out the business of the state and to minimize risks.

- Reviews and analyzes all insurance bids submitted and conducts contractual negotiations with vendors.

- Coordinates and oversees audits performed on the state's self-insurance program.

- Recommends methods and rates needed to maintain funding for the Benefits Reserved Fund.

- Oversees the data interface with the provider administering the state employee benefit plans.

- Develops and manages the reporting of claims payments, statistical data, and financial information and develops the appropriate accountability and trend analyses for all benefits programs.

- Oversees agency processes and procedures relating to state administered benefit programs.
- Manages and facilitates communication concerning benefits programs with municipalities, the Commissioner of Administrative Services, the Legislature, the Governor, and the parties as appropriate.

DISTINGUISHING FACTORS:

Skill: Requires skill in evaluating, planning, or integrating analysis of data to formulate current and long-range solutions, strategies, or policies of a specialized or technical nature.

Knowledge: Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

Impact: Requires overall administrative responsibility for achieving agency objectives by directing all aspects of operations management. Errors at this level result in disruption of systemwide programs and services as well as long-term adverse impact on agency image and the future success of organizational operations.

Supervision: Requires agency-wide administrative supervision, including the responsibility for developing and evaluating internal personnel policies. This level also involves the administrative management of a program which affects more than one agency, including overseeing the interaction of agency employees or policies to accomplish organizational objectives and goals.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires acting as the official representative of the agency, including explaining and defending current and long-range goals or objectives which directly affect public policy decisions regarding major state programs and services.

Complexity: Requires formulating the combination of overall job functions in order to address highly diverse or novel situations requiring new concepts and imaginative approaches to a wide range of intellectual and practical problems.

Independent Action: Requires administrative decision-making in authorizing and monitoring the implementation of major departmental policies and procedures.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in business management, public administration, finance, accounting, human resources or related field. Possession of a J.D. (Juris Doctorate) from an American Bar Association recognized law school may be substituted for three (3) years of required work experience.

Experience: Ten years' experience in business administration or fiscal, auditing or accounting related fields, five years of which shall have been in benefits/insurance administration capacity. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

License/Certification: Must be eligible to hold a valid driver's license and have access to transportation.

SPECIAL REQUIREMENTS:

Specific education and experience requirements must be tailored to meet documented recruitment needs of the agency or department. All specific minimum qualifications must be stated on the supplemental job description and approved by the Division of Personnel prior to posting at the agency level.

RECOMMENDED WORK TRAITS: Extensive knowledge of the modern principles and methods of the administrative management of benefits and insurance programs for municipal and/or state government. Knowledge of the principles and practices of accounting and auditing. Knowledge of date processing and the operation and coordination of date systems concerning benefit and insurance programs. Ability to conduct studies, analyzes information such as insurance trends, and makes recommendations concerning insurances and providers. Ability to plan, direct and coordinate the practices and procedures of agencies, departments and institutions as they relate to insurance and benefit programs. Ability to express ideas clearly and concisely both orally and in writing. Ability to establish and maintain effective working relationships with associates and with representatives from other state departments and to explain complex rules and policies to employees as well as legislators and other officials. Ability to negotiate with vendors of benefits insurance programs. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.